

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **SPECIALTY COURT OFFICER**

Spec No. 4115

### **BASIC FUNCTION**

To evaluate, monitor, direct, and counsel adult offenders participating in the District Court Mental Health Court program.

### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Formulates treatment plans and makes recommendations for placement and referral of offender adult clients involved in Mental Health Court; completes multi-dimensional assessment of current mental health issues and basic needs of each participant and makes treatment recommendations.
2. Conducts and scores risk assessment interviews to systematically gather information about clients which indicates likelihood of reoffending, targets areas for change and measures outcomes of interventions; develops intervention plans based upon the criminogenic needs of each client to decrease the risk factors and behaviors and enhance protective factors and behaviors; updates risk assessment documentation as client makes changes and/or at specific times as required.
3. Evaluates adult offenders to determine their risk level and appropriateness for referral and entry into Mental Health Court; writes assessments accordingly.
4. Assists clients during the screening, referral, and participation process to ensure clients maintain compliance with program requirements.
5. Provides interim case management to clients who are applying for long-term case management services through Medicaid or private insurance.
6. Works closely with community mental health treatment providers to assure that participants receive necessary treatment and ancillary services in order to achieve desired program outcomes.
7. Resolves crises situations; monitors client behavior; assesses and interviews each individual for emotional, eligibility and/or legal needs for program participation.
8. Enforces program rules; administers and/or evaluates diagnostic tests; prepares reports on clients from information gathered from various social service and legal professionals and agencies; prepares and completes required and related forms, records and documents.
9. Confers with various boards, officials and professionals on status of clients; monitors recreational and/or employment activities of clients.
10. Maintains a strong working relationship with the Judge, MHC Team members, Court Coordinator, and community stakeholders.

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Spec No. 4115

### STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

11. Identifies those services to which the participant will be referred for mental health, chemical dependency, medical, and/or other forms of assistance such as housing, transportation, childcare, food, DSHS benefits, etc.
12. Establishes a reporting structure to identify, track and monitor participants and the services they receive.
13. Monitors participant progress in the program; monitors recreational, education, and/or employment-related activities of participants; resolves crises situations.
14. Participates in pre-court staffing and court hearings.
15. Performs ongoing public relations work; trains volunteers; contacts past program participants to collect data for program evaluation; acts as liaison between clients and various components of the criminal justice system.
16. Performs related duties as required.

### MINIMUM QUALIFICATIONS

Bachelor's degree in substance abuse counseling, criminal justice, psychology, sociology, social work or related field; AND two (2) years of experience in therapeutic court environment involving case assessment, case management, client interviewing, social service delivery; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

### PREFERRED QUALIFICATIONS

Master's Degree in one of the aforementioned fields above is preferred.

### SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required for employment.

Applicants must successfully pass a criminal background investigation, reference verification, polygraph examination, psychological examination and physical examination.

### KNOWLEDGE AND ABILITIES

Knowledge of:

- substance abuse and mental health treatment services network in Snohomish County and Washington State

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### KNOWLEDGE AND ABILITIES (Continued)

- interviewing, diagnostic, and counseling techniques
- crisis intervention skills
- individual and group behavior
- Washington State courts and justice system
- literature, developments, and trends in the social service area
- computer programs, database queries and usage

### Ability to:

- conduct substance abuse and mental health screenings for adult clients and make recommendations
- express ideas and recommendations effectively orally and in writing
- establish and maintain effective work relationships with participants, families, public and private officials, and the general public
- apply abstract principles, guidelines, and concepts to concrete work situations
- work with persons from a variety of socio-economic backgrounds
- effectively interview, determine appropriate courses of action, and evaluate individual progress

### SUPERVISION

General supervision is provided by the assigned District Court Judge and/or District Court Administrator.

### WORKING CONDITIONS

The work is performed primarily in an office environment. Exposure to physical hazard may occur occasionally when contacting hostile clients with a potential for violence. The position may require travel, and occasional work outside the standard work day/week.

Snohomish County is an Equal Employment Opportunity (EEO) employer. Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: March 2017

Revised and retitled: October 2018, Mental Health Court Counselor

EEO Category: 2 - Professionals

Pay Grade: 240 - Classified Pay Plan

Workers Comp: 5306 Non-Hazardous